

MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION
7:00 P.M. AUGUST 11, 2009

ATTENDING: Mayor Kendall Spence
Mayor Pro-Tem: Sandy Coughlin
Council Members: Virginia Currence, Jo Waybright, Clint Newton, Greg Crosby
Finance Officer – Cheryl Bennett
Village Clerk/Tax Collector – Cheri Clark
Attorney Ken Swain

CALL TO ORDER: Mayor Kendall Spence called the Regular Session of the Village of Lake Park Council to order.

PLEDGE OF ALLEGIANCE: Mayor Kendall Spence led the Pledge of Allegiance to the Flag of the United States of America.

APPROVAL OF MINUTES: Public Hearing – Parking Ordinance – Clint Newton made the motion to accept the July 14, 2009 Public Hearing minutes. Virginia Currence seconded the motion. Vote – Unanimous. July 14, 2009 Regular Session Minutes – Jo Waybright made the motion to accept the Regular Session minutes for July 14, 2009. Clint Newton seconded the motion. Vote – Unanimous.

PUBLIC COMMENT:

Kevin McAuliffe lives on Creft Circle and has had the police called to his house three times concerning the noise level from his son's band. They have distributed fliers to the neighbors letting them know about the band, when they would be practicing on Saturday afternoon and provided their telephone number in order to address any concerns. No one has contacted them concerning the fliers; however the police have been called. What is the ordinance or rules governing noise? The last time the deputy was at the house the music could not be heard until you were at the front door.

Attorney Ken Swain stated that the VOLP does not have a noise ordinance. Deputies' may issue a citation if the county noise ordinance is being violated. Deputy Clough stated that the base is the problem. It causes the houses around Mr. McAuliffe to vibrate. Mr. McAuliffe stated that he would look into raising the base off of the floor.

Mr. McAuliffe also stated that they were not in favor of the parks being closed at dark. Their children like to play tag in the park after dark.

Teressa Caldwell – Citation 1013- asked Council where she should park. With two cars in the garage, and one car pulled up to the garage door, the third vehicle hangs over the sidewalk. She lives on a corner lot that has a fire hydrant and stop sign.

Penny Dabestani lives on Sybil Court and has a wooded area behind her house that belongs to the VOLP. She asked why this area is not being maintained. Her car has been broken into and ten days later someone tried to break into the house. The unkempt patch of woods gives the intruders cover. All of the underbrush is overgrown and neglected. When she bought the house nine years ago, the realtor told her that the town would be cleaning up the woods and this has not happened.

Virginia Currence as the co-chair of Parks and Recreation stated that she had been over to the area under discussion and did not see think the area was unsightly. Parks and Rec is however discussing the area concerning dirt bikes and all terrain vehicles that are coming into Lake Park though the woods.

The suggestion was made that Ms. Dabestani call the power company to see if there is an easement in the woods that they should be maintaining.

CHANGES TO THE AGENDA: Virginia Currence made the motion to accept the agenda as presented. Greg Crosby seconded the motion. Vote – Unanimous.

SECURITY: Deputy Clough shared that there have been 414 total calls for the month of July. The call volume includes 43 Business Checks, 40 Residential Checks, 42 Improperly Parked vehicles, 30 Bike Patrols, 25 traffic stops, and 74 Preventative Patrols. We are still experiencing a large number of false alarms - 11. Ninety calls were citizen initiated and 324 officers initiated between July 1 and August 10, 2009.

In 2008 we had 3 businesses, 7 homes, and 5 cars broken into. In 2009 to date we have had 2 businesses, 7 homes and 10 cars broken into. The car break-ins have occurred between 2 – 5 a.m. Deputy Clough suggested that maybe the deputies should change up their schedule to address this issue. When you compare us to the surrounding towns, we have minimal crime.

Mayor Kendall Spence brought up citation 1013 – Teresa Caldwell. Ms. Caldwell 's driveway is so short that a car parked in front of her garage hangs over the sidewalk and there is a fire hydrant and stop sign in front of her house. Two cars are parked in the garage. Virginia Currence made the motion to exempt Mrs. Caldwell's citation. Clint Newton seconded the motion. Vote 4 to 1 with Sandy Coughlin voting no.

FINANCE OFFICER'S MONTHLY REPORT: Cheryl Bennett presented the budget for Council review.

	<u>Jul 09</u>	<u>Budget</u>	<u>% of Budget</u>
General Fund			
Revenues			
Other revenues			
Approp. Fund Balance	0.00	79,098.00	0.0%
Civil Penalties	340.00	400.00	85.0%
Investment revenue	130.62	12,000.00	1.09%
Miscellaneous	<u>25.00</u>	<u>545.00</u>	<u>4.59%</u>
Total Other revenues	495.62	92,043.00	0.54%
Other Taxes			
Stormwater Fees	0.00	38,000.00	0.0%
Cable franchise-from Time Warne	<u>0.00</u>	<u>3,000.00</u>	<u>0.0%</u>
Total Other Taxes	0.00	41,000.00	0.0%
Parks & Recreation Revenue			
Recreation Program Fees	897.87	1,000.00	89.79%
Community Center rental	210.00	2,800.00	7.5%
Gazebo rental	0.00	100.00	0.0%
Recreation daily swim fees	1,802.50	6,200.00	29.07%
Recreation season pass fees	<u>1,532.00</u>	<u>50,000.00</u>	<u>3.06%</u>

Total Parks & Recreation Revenue	4,442.37	60,100.00	7.39%
Property Taxes			
Ad valorem current year	0.00	521,196.00	0.0%
Ad valorem prior years	651.16	4,600.00	14.16%
Motor vehicle tax	0.00	53,171.00	0.0%
Penalties and interest	121.41	1,344.00	9.03%
Utility ad valorem	0.00	5,478.00	0.0%
Total Property Taxes	<u>772.57</u>	<u>585,789.00</u>	<u>0.13%</u>
State Shared Revenues			
Solid Waste Disposal Tax	0.00	1,500.00	0.0%
Telecom. Franchise	0.00	1,800.00	0.0%
Piped Gas	0.00	5,000.00	0.0%
Elec. franchise tax	0.00	60,000.00	0.0%
Cable Rev. (from State)	0.00	22,000.00	0.0%
Sales and use tax	0.00	140,000.00	0.0%
Total State Shared Revenues	<u>0.00</u>	<u>230,300.00</u>	<u>0.0%</u>
Total Revenues	5,710.56	1,009,232.00	0.57%
Expense			
Capital Outlay			
Capital Outlay Exp.	0.00	10,000.00	0.0%
Reserve for Capital Replacement	0.00	10,000.00	0.0%
Total Capital Outlay	<u>0.00</u>	<u>20,000.00</u>	<u>0.0%</u>
General Administrative Expenses			
Adm Assistant	122.00	500.00	24.4%
Clerk/Tax Collector	3,675.00	44,100.00	8.33%
Council	0.00	11,000.00	0.0%
Finance Officer	883.33	10,600.00	8.33%
Mayor	0.00	3,000.00	0.0%
Payroll Expenses	378.72	5,536.00	6.84%
Total General Administrative Expenses	<u>5,059.05</u>	<u>74,736.00</u>	<u>6.77%</u>
Maintenance of Common Areas			
Landscaping	11,045.00	165,000.00	6.69%
Park maintenance	309.32	29,000.00	1.07%
Pond maintenance	0.00	10,000.00	0.0%
Total Maintenance of Common Areas	<u>11,354.32</u>	<u>204,000.00</u>	<u>5.57%</u>
Operating Costs			
Advertising	0.00	300.00	0.0%
Association dues	3,000.00	3,000.00	100.0%
Bank charges	0.00	20.00	0.0%

Elections	0.00	3,700.00	0.0%
Insurance/bonds	6,721.34	9,400.00	71.5%
Miscellaneous oper. exp.	0.00	800.00	0.0%
Newsletter/website/flyers	0.00	2,600.00	0.0%
Office	250.00	3,400.00	7.35%
Postage	0.00	600.00	0.0%
Tax collection	0.00	1,600.00	0.0%
Telephone	245.44	2,980.00	8.24%
Training	0.00	1,200.00	0.0%
Travel	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>
Total Operating Costs	10,216.78	30,100.00	33.94%
Other Expenditures			
Economic Development	0.00	2,000.00	0.0%
Contingency	0.00	20,000.00	0.0%
Stormwater Expense	<u>275.00</u>	<u>38,000.00</u>	<u>0.72%</u>
Total Other Expenditures	275.00	60,000.00	0.46%
Parks & Recreation			
Pool Operations	0.00	1,600.00	0.0%
Comm. center maintenance	0.00	8,800.00	0.0%
Seasonal Decorations	0.00	10,000.00	0.0%
Natural Gas	38.07	1,200.00	3.17%
Pool maintenance	0.00	9,500.00	0.0%
Pool management fee	9,792.00	46,880.00	20.89%
Events/Recreation programs	835.82	1,800.00	46.43%
Storage Rental	1,308.00	1,300.00	100.62%
Water/Sewer	<u>412.45</u>	<u>2,200.00</u>	<u>18.75%</u>
Total Parks & Recreation	12,386.34	83,280.00	14.87%
Professional Fees			
Accountant	0.00	4,400.00	0.0%
Legal Counsel	<u>0.00</u>	<u>10,000.00</u>	<u>0.0%</u>
Total Professional Fees	0.00	14,400.00	0.0%
Public Services/Safety			
Street Signs	90.00	2,500.00	3.6%
Garbage collection	0.00	273,000.00	0.0%
Law enforcement	0.00	150,216.00	0.0%
Street Lights	<u>8,266.16</u>	<u>97,000.00</u>	<u>8.52%</u>
Total Public Services/Safety	8,356.16	522,716.00	1.6%
Total Expense	<u>47,647.65</u>	<u>1,009,232.00</u>	<u>4.72%</u>
Net General Fund	41,937.09	0.00	100.0%

**Powell
Bill**

Powell Bill Income

Interest - Powell Funds	22.76	500.00	4.55%
Powell Bill Revenue	<u>0.00</u>	<u>85,000.00</u>	<u>0.0%</u>
Total Powell Bill Income	22.76	85,500.00	0.03%

Powell Bill Expense

Street Exp. - Powell Bill	<u>0.00</u>	<u>85,500.00</u>	<u>0.0%</u>
Total Powell Bill Expense	<u>0.00</u>	<u>85,500.00</u>	<u>0.0%</u>

Net Powell Bill	<u>22.76</u>	<u>0.00</u>	<u>100.0%</u>
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Net Excess of Expenses over Income	<u>41,914.33</u>	<u>0.00</u>	<u>100.0%</u>
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TAX OFFICER'S REPORT: Cheri Clark asked Council to charge her with the collection of the 2009-2010 tax levies.

**A RESOLUTION TO AUTHORIZE THE COLLECTION OF
PROPERTY TAXES FOR 2009**

In order to implement a process for the collection of property taxes in the Village of Lake Park, in a timely and efficient manner the following resolution is hereby adopted:

1. The Tax Collector ("Collector") is hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Union County Assessor and in the tax receipts delivered to the Collector, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Village of Lake Park and this order shall be a full and sufficient authority to direct, require, and enable the Collector to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.
2. The tax rate shall be established at twenty-three cents (\$0.23 per \$100 Valuation).
3. Collector is hereby given authority to contract with the County for the purpose of producing all scrolls, registers, receipts, billing notices and other records and files necessary to produce a sound tax collection system.
4. Collector is also authorized to expend monies for reasonable and normal administration costs for postage, copying, supplies, materials, software, and other items necessary to implement the foregoing.
5. Collector is to provide safekeeping for all tax monies received and is to make timely deposits of collections to a designated bank for Village accounts, when amounts of \$250 or more are received.
6. Due to the presumed cost ineffectiveness of collecting taxes on properties having very small valuations, Collector is hereby authorized to avoid processing collections where the tax bill is less than five dollars (\$5.00) for a given property.
7. Collector is hereby authorized to treat collection on tax billings where

small underpayments or small overpayments (\$1.00 or less) are involved, as paid in full. Refunds are authorized for overpayments for \$1.01 or more. An underpayment of \$1.01 or more shall be regarded as not paid in full.

8. The Village Council shall make provision for fidelity bonding of the Collector either through a blanket bonding covering town officials or may require an individual bond, any cost of which borne by the Collector shall be repaid to the Collector.

Witness my hand and official seal, this 11th day of August 2009

Kendall Spence, Mayor

Seal

Cheri S. Clark, Village Clerk

Jo Waybright made the motion to charge Cheri Clark with the collection of VOLP taxes for 2009. Greg Crosby seconded the motion. Vote – Unanimous.

Greg Crosby asked if all of the homeowners would receive a tax bill or would only the non-escrowed accounts. The mortgage companies will receive all escrowed homeowners bills. The non-escrowed homeowners who receive a bill will also receive a copy of the Stormwater Brochure. Mortgaged escrowed homeowners will receive the Stormwater Brochure with the August newsletter.

Sandy Coughlin designed and wrote the Stormwater Brochure.

PUBLIC SERVICES (Waste Collection & Electric): Sandy Coughlin reported that prior requests of Action Garbage, to research a billing credit has finally been resolved in our favor.

Clint Newton has not received the electric bills for last month.

UNION COUNTY GOVERNANCE COMMITTEE: Sandy Coughlin has not received any Council feedback regarding the makeup of the Board of Commissioners. At this point she is leaning toward representation from four regions of the county (North, South, East, and West) and three at large representatives. Greg Crosby asked if area representation is the biggest advantage of district representation. Clint Newton noticed that with the 29,000 registered voters, the districts would be fairly equal. Jo Waybright asked how often the population shifts would be re-evaluated. Mayor Kendall Spence asked if the committee had discussed how they would stagger elections.

COMMUNICATION: Articles for the next Villager need to be submitted by August 14th. Articles for the August newsletter will include topics such as: the construction at Lake Charles, tax bills, Governance Committee, tree trimming and the EDC. Greg Crosby is still looking into Twitter. The website has been updated.

PARK AND RECREATION: Jo Waybright stated that so far revenue for the pool is about \$52,000 – Pool Memberships \$45,800 Walk-up \$5,900. Everyone seems to be enjoying the pool this year. The geese are flying again – molting season has ended and therefore harassment control efforts can resume.

Jo Waybright provided the Architectural RFQ for the Community Center. She requested that Council review the document and provide feedback at the September meeting.

Village of Lake Park
3801 Lake Park Road
P. O. Box 1584
Lake Park, NC 28079
704-882-8657
Fax Number 704-882-0524
Web Page Address www.lakeparknc.gov

Notice to Architects
Request for Qualifications
For Professional Architectural/Engineering Services
Related To: Building Construction and Renovation of Lake Park Community Center

August 2009

The Village of Lake Park Council and Parks and Recreation Commission are accepting proposals from qualified architectural/engineering firms until noon on _____, to provide comprehensive architectural/engineering and design services for the addition and renovation of the Lake Park Community Center. The design of the addition needs to blend with the existing structure. Services may include surveying, design, landscape, consultation, presentations and other construction related services.

The work includes design, construction and renovation services for the Lake Park Community Center not to exceed _____square feet to include council chambers, offices, common area, storage, restroom renovations, community room, landscaping and parking. The project has a proposed nine month timeline from design to construction completion _____ 20__.

At the place, time and date above, proposals will be opened at the Lake Park Community Center. Proposals received after the time of opening will not be accepted.

Interested firms are invited to submit a Statement of Qualifications for consideration. A full copy of the RFQ, with submittal requirements may be downloaded from the Village of Lake Park's website, www.lakeparknc.gov; or a hard copy can be picked up at 3801 Lake Park Road, Lake Park, NC; Monday– Friday from 9a.m. to noon.

The Village of Lake Park reserves the right to reject any or all proposals, in whole or in part, as may, in the judgment of the Council of the Village of Lake Park and the Parks and Recreation Commission, serve its best interest and to waive irregularities and informalities in any proposals submitted.

Kendall Spence
Mayor of the Village of Lake Park

Village of Lake Park
REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION AND RENOVATION OF THE LAKE PARK COMMUNITY CENTER
_____, 20__

1.0 INTRODUCTION:

The Village of Lake Park (VOLP) plans to hire one (1) Architectural/Engineering (A/E) firm to provide professional services for design of an addition to the Community Center and renovation of existing Council Chambers, bathrooms, and office. The VOLP is seeking a firm whose combination of experience and personnel will provide timely, cost effective and quality professional services to the VOLP.

The Community Center is located at 3801 Lake Park Road in Lake Park, North Carolina. The Community Center addition will not exceed 2400 square feet not including the existing space. Areas of expertise required for this project will include Architectural; Civil; Structural; Mechanical; and Electrical, Surveying Consultation, Presentations or related services. Services to be rendered by the selected A/E firm may include: Basic Architecture, Landscape Architecture, Interior Design, Planning, Schematic Design, Design Development; Construction Documents; Bid Phase: and Construction Administration.

2.0 SCOPE OF SERVICES:

The architectural/engineering services required by the VOLP for this project shall follow the tasks outlined below; however, these tasks are not intended to be all inclusive:

2.1 Preliminary Design – Includes developing and evaluating alternatives;

The preparation of one or more preliminary conceptual layouts of the Lake Park Community Center for approval by representatives of the VOLP. The conceptual layout will include a site plan which shows proposed locations of an additional drive, parking area and sidewalks, elevation views of the proposed renovation, an internal layout of the building including work stations, and locations of major mechanical and electrical equipment. The preliminary design will also include estimated construction costs.

2.2 Final Design – Includes plans and specification;

The preparation of the master site plan for the site to be approved by representatives of the Village. Assistance in the evaluation and selection of departmental systems/equipment. This evaluation will include consideration of each system's capability to support existing and planned equipment. Systems/equipment to be evaluated may include any or all of the following: telephone/computer networking software/equipment and word processing software.

Performance of surveying sufficient for the preparation of all base maps.

Preparation of construction plans, technical specifications and associated contract document for the renovation and addition to the Community Center. This task will require preparation of site work, architectural/engineering, plumbing, mechanical and electrical plans and related technical specifications.

2.3 Bidding Services – Advertise, tabulate bids, recommend award;

Preparation, submission and support of all applications for regulatory permits and authorizations.

2.4 Permitting Services – All required permits;

Assistance to the VOLP in deciding which bidding method to choose, developing the bid packet, conducting a pre-bid conference, responding in writing to questions raised during the conference, conducting the bid opening, evaluating the bids, making a written “Recommendation of Award” to the VOLP, and processing the contract documents.

2.5 Pre-Construction Services – Review Plans/Specs/Contracts

2.6 Construction Services – Includes contract administration, shop drawings, on-site inspections, change orders, progress meetings, pay request, etc; Provision of construction administration services to include but not limited to conducting a pre-construction conference, reviewing and approving shop drawings, evaluating change order request, preparing change orders, processing applications for payment, processing project close-out documents, coordinating training sessions for newly installed systems and equipment, coordinating/performing successful startup testing, preparing as-built drawing from records maintained by the contractor(s) and construction observer(s) and certifying the project to the appropriate regulatory agencies.

Provision of construction observation of sufficient scope to ensure that the project is constructed in accordance with the plans and specifications and that the project is on time and within budget.

3.0 EVALUATION CRITERIA:

Qualifications Packages will be evaluated on the basis of the firm’s ability to meet the requirements of this Request for Qualification(RFQ). Firms will also be evaluated on their ability to maximize and utilize space. Firms will be required to document this ability. Some heavily weighted, specific evaluation criteria, among other factors will include:

- Public Involvement Experience
- The firm's experience with similar projects, especially town halls and community centers, and ability to meet established schedules;
- Qualifications, certifications, location and abilities of key individuals identified in the Qualifications Package;
- Qualification of Sub-consultants;
- References;
- Small Business Enterprise (SBE) participation;
- Qualifications package appearance and presentation.

This is a two-step process. The selection committee (Parks and Recreation Commission) will review and evaluate all documentation submitted in response to this Request for Qualifications. The committee will conduct a preliminary evaluation of all documentation to determine the most qualified firms. The qualification statements will be evaluated on the criteria outlined in this Section. Based on the results of the evaluations, the selection committee will invite firms chosen as finalists to conduct an informal interview and meet key members of the proposed project team. Firms may be required to submit a rendering/elevation, floor plan and site plan. Creativity in design to maximize the use of space is strongly encouraged. It is anticipated that the interviews will take place during the month of _____, 20____. The proposed contract and fee will then be negotiated between the selected firm and the Village of Lake Park. A negotiated contract and recommendation will then be taken to the Village Council for their consideration. All firms submitting proposals will be notified in writing as to the outcome of the selection process. An electronic copy of this information is available from the Village of Lake Park upon request. The VOLP requests that no contact be made during the selection process. However, should you have a procedural question, it should be directed to:

Cheri Clark
Village of Lake Park Administrator
P. O. Box 219
Lake Park, NC 28079
704-882-8657
Cheri.clark@lakeparknc.gov

4.0 REQUIREMENTS FOR SUBMITTAL:

If your firm would like to be considered for providing services for this project, please submit nine bound copies of your Qualifications Package. Your Qualifications Package must include one executed original of the Non-Discrimination form (Attachment 1). Qualification Packages should be addressed to Cheri Clark, Village Administrator, Village of Lake Park, P. O. Box 219, Lake Park, North Carolina 28079 or delivered to the Lake Park Community Center at 3801 Lake Park Road, Lake Park, North Carolina. Each firm is solely responsible for the timely delivery of its Qualifications Package. Upon receipt by the VOLP, all Qualifications Packages, supporting materials as well as correspondence relating to this RFQ, will become the property of the Village of Lake Park.

All Qualifications Packages must be received by noon local time on _____. Qualifications Packages shall consist of a cover letter and the tab sections described below. Due to limitations on the time of the Selection Committee members, please limit your submittal to 5 pages for the first tab 25 pages for each subsequent tab with a

font size of 12. Longer submissions may be removed from consideration. Sub-tabs or dividers are acceptable within the required tabs. Tabs and the cover letter are not counted toward the page limit.

The cover letter must identify a contact person during the RFQ process and contact information including phone, fax, e-mail and postal address.

First Tab: Information About the Firm

- 4.1 Identify the legal entity that would enter into the contract with the Village of Lake Park and include location of company headquarters, local office location, type of business (sole proprietorship, partnership, and corporation), state of incorporation or organization and Federal Employer Identification Number and the name of the person authorized to enter into an agreement.
- 4.2 State any conflicts of interest the firm or any key individual may have with the proposed projects.
- 4.3 Within the past three (3) years, has there been any litigation or governmental or regulatory action pending or threatened against your firm that might have a bearing on your ability to provide services to the VOLP? If so, identify and describe each such lawsuit or proceeding.
- 4.4 Include overall references for the proposing firm.
- 4.5 Include a list of contracts currently being performed or performed in the past five years by your firm or related firms, showing the date of the contract, construction completion date, and amount of fee received and descriptions of any unresolved claims or disputes.
- 4.6 A brief description of the quality control procedures for past projects and for this project.
- 4.7 Present an anticipated workload and ability to handle additional projects (manpower bar-chart would satisfy this requirement).
- 4.8 Include notarized Affidavit in the form of Attachment 1.

- 4.9 In a separate sealed envelope provide one (1) copy of your firm's current fee schedule for professional services. The fee schedule should include project team members, job classification and billable hourly rates.
- 4.10 An organizational chart identifying members of the project team, including sub-consultants who would be assigned to the project. The chart should clearly delineate roles and responsibilities of the various team members.
- 4.11 Detailed background information about key members of the proposed project team:
- Professional registrations and certifications, listing applicable state(s)
 - Office location
 - Staff position
 - Years of service with firm
 - Role in past projects of similar nature
 - Present and anticipated 12 month workload and ability to handle additional projects (please show on a per person basis)
 - Office location, contact name and phone number for proposed sub-consultants.
- 4.12 Description of the lead firm's capability to support the project team:
- Procedures and processes to manage the work
 - Backup and support personnel, specialty experts and other resources and their locations.
- 4.13 Description of the proposed project teams experience and capability in these areas:
- Conceptual and technical approach to the work;
 - Proposed schedule for completing the work;
 - Surveying;
 - Civil and landscape design;
 - Mechanical (HVAC) design;
 - Plumbing design;

- Electrical design;
- Public Involvement
- Utility Coordination.

- 4.14 References for recent similar projects, including the date services were performed, name, address and phone number of the individual representative of the owner having knowledge of the firms work. Include dollar amount and total time period involved.
- 4.15 If work on a significant portion or element is expected to be performed in any office outside of Union County, list each such work element and the associated office from which work will be performed.

ADDITIONAL INFORMATION ABOUT THIS RFQ

5.0 EQUAL OPPORTUNITY

The VOLP is committed to promoting equal opportunities for all and to eliminating prohibited discrimination in all forms. For purposes of this section, prohibited discrimination means discrimination in the solicitation, selection and/or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, prohibited discrimination also includes retaliating against any person, business or other entity for reporting any incident of prohibited discrimination. It is understood and agreed that not only is prohibited discrimination improper for legal and moral reasons, prohibited discrimination is also an anti-competitive practice that tends to increase the cost of goods and services to the VOLP and others. As a condition of entering into any agreement with the VOLP, the proposing firm represents warrants and agrees that it does not and will not engage in or condone prohibited discrimination. Without limiting any rights the VOLP may have at law or under any other provision of any agreement, it is understood and agreed that a violation of this provision constitutes grounds for the VOLP to terminate any such agreement.

6.0 SELECTION COMMITTEE:

A Selection Committee will evaluate the information submitted. Please do not attempt to contact any members of the Selection Committee and/or Village of Lake Park Council. Any attempt to do so will result in disqualification of the firm's submittal for consideration. Following finalist interviews visits to the finalist firm's offices may be made by VOLP staff to meet project teams. Award of the contracts for

the projects are anticipated to be late _____, 20___. The selected firm will be expected to begin work immediately upon contract award.

7.0 PUBLIC RECORDS:

Upon receipt by the VOLP, your Qualifications Package is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Your Qualifications Package will be reviewed by the VOLP's Selection Committee, as well as other VOLP staff and members of the general public who submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Qualifications Package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a Qualifications Package, each firm agrees that the Village may reveal any trade secret materials contained in such response to all Village staff and Village officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee or who are hired by the Village to assist in the selection process.

Furthermore, each firm agrees to indemnify and hold harmless the VOLP and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

8.0 CLARIFICATION OF SUBMITTAL:

The Village of Lake Park reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

9.0 RESERVATIONS:

The VOLP expects to select consulting firms and sub-consultant as proposed in the Statement of Qualifications, but reserves the right to request substitutions of sub-consultants.

The VOLP reserves the right to reject any or all response to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the VOLP.

A response to this RFQ should not be construed as a contract nor indicate a commitment of any kind by the VOLP. The RFQ does not commit the VOLP to pay for cost incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

10.0 CONCLUSION:

Please direct all questions and requests for information in writing to me no later than _____ to Cheri Clark, Village of Lake Park, P.O. Box 219, Lake Park, North Carolina 28079 or e-mail cheri.clark@lakeparknc.gov. The Village of Lake Park appreciates your interest in providing professional services.

Sincerely,
Cheri Clark
Village Administrator
Village of Lake Park

Attachment: 1 Non Discrimination Certification

Virginia Currence is going to send Council an electronic copy of the tree inventory that Schneider has completed. There are four dead trees in the Gazebo Park and four dead trees at Veterans Playground that need to be removed. If we removed all eight trees at the same time the cost is \$2,767. If we do the tree removals at different times, the cost is \$3,143. Sandy Coughlin made the motion to approve the removal of all eight trees for \$2,767. Clint Newton seconded the motion. Vote – Unanimous.

The Dusk to Dawn signs have been installed in Founders Park, Gazebo Park, Lake Charles and Russell Park. The deputies will continue to use their discretion when issuing park citations. Virginia Currence stated that we have experienced quite a bit of vandalism in the last couple of weeks. The Lake Charles fishing pier has been spray painted with red graffiti. One of the suggestions from Parks and Rec is to have a motion censored vandal proof light installed inside the fishing pier. Clint Newton has talked with Union Electric concerning ways to light up the area without creating light pollution. The pier provides the opportunity to have industrial lighting installed since Union Electric does not think that additional exterior pole lighting is the solution.

We will also have to have the pier spray washed to remove the graffiti. Deputy Haywood has provided information on a sealant that would prevent paint from adhering to surfaces. The cost of the preventative is \$825 for five gallons and \$65 for one gallon of remover. Sandy Coughlin made the motion to accept Parks and Rec's recommendation to purchase the graffiti preventative and remover. Greg Crosby seconded the motion. Vote Unanimous.

The VOLP has been approached by the Carolina Thread Trail to have a representative from the village on the planning board. Jo Waybright has agreed to represent Lake Park's interest as the master plan for Union County is developed.

To address Mrs. Dabestani's concerns, we discussed at Parks and Rec putting up post to stop dirt bikes and four wheelers from coming in however that does not address the pedestrian traffic. This discussion was tabled until August because two of our members were not at the meeting. We will try to come up with some solution. Sandy Coughlin asked if we needed to clear out some of the underbrush. Mayor Kendall Spence stated that he would love to have the trees that Mrs. Dabestani has around her.

STORMWATER: Mayor Kendall Spence stated that we have an issue with the Lake Charles spillway again. We experienced a similar issue 18 to 24 months ago. We are in the process of having the repair quoted.

Virginia Currence brought a copy of the proposed excavation work for Lake Charles for Council review. The bids are due on August 24th at noon. Greg Crosby asked if this project is the one that we submitted for stimulus funding and if so what is the status of the funding. Virginia Currence stated that to date we have heard nothing from the grant application.

Mayor Kendall Spence has received an e-mail from Jean Foster concerning the easement behind her house. Both Cheri Clark and Mayor Spence have walked the area looking for a storm drain issue. Other than the overgrown landscaping where the two pieces of private property abut each other, a problem was not seen with the drainage system.

STREET BUSINESS: Boggs Paving is planning on resurfacing starting Monday. Mayor Kendall Spence stated that residents will receive a flyer in their paper boxes. They are going to fix the potholes on Creft and Conifer and Saint Joseph. Jo Waybright asked if the broken pavement due to a utility line installation was going to be addressed in the alley by her house. The alley serves two houses and will have to be addressed next time.

Dr. Keiger expressed his concerns for visitors that do not know about the ordinance and the fact that we do not have any signage concerning parking posted in the VOLP.

Attorney Ken Swain suggested that Council consider delegating authority to an individual or staff member to address citations. Sandy Coughlin feels that since the people elected Council to represent the people, then we should address citation questions. Cheryl Bennett expressed concerns about one person rulings on the citations and the possibility of complaints of favoritism. If we delegate to an individual to handle the citations, we should consider giving the authority to a position rather than an individual. Virginia Currence suggested that we table this until the next meeting.

ECONOMIC DEVELOPMENT: Sandy Coughlin stated that the EDC is considering a Lake Park Business Festival in Town Center Park on Saturday, November 7th. The EDC would like to request the closing of Creft Circle from Meeting Street to Fireside Coffee. The event would be from 10 a.m. to 2 p.m. Greg Crosby stated that we need to make sure the homes affected would be informed. Sandy Coughlin asked if Parks and Rec would be interested in hosting the Chili Cook-off at the Gazebo. Sandy Coughlin made the motion to close Creft between Fireside Coffee and Meeting Street between 9 a.m. and 3 p.m. Virginia Currence seconded the motion. Vote – Unanimous.

The North Carolina League of Municipalities lists various conferences and workshops and there is one for small town economic development. The EDC would like to send someone to attend the workshop in Greenville, NC. October 25-27th. It is probably going to cost about a \$1,000. We have also talked about possibly hosting an essay contest to select a high school student to also attend. Sandy Coughlin would like to make a motion that the EDC can spend up to \$1,000 for someone to attend the workshop. Greg Crosby seconded the motion. Vote – Unanimous.

SET AGENDA FOR SEPTEMBER 8, 2009: No Changes to the agenda.

COUNCIL COMMENTS:

Sandy Coughlin thanked Council for their efforts in recruiting an individual for the second seat – David Cleveland.

Attorney Ken Swain who attended the municipal conference two weeks ago stated “thank you for letting me go” and he would like Council’s approval to do a summation of the changes in some municipal law that the VOLP might find useful.

ADJOURN: Jo Waybright made a motion to adjourn the meeting. Sandy Coughlin seconded the motion. Vote – Unanimous.

Respectfully submitted,

Mayor Kendall Spence

Village Clerk, Cheri Clark